

**Portland VA Medical Center InTERnet Course Access Instructions**  
**Course: VA Prevention of Sexual Harassment Web Training**

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## **IMPORTANT! PRINT THESE INSTRUCTIONS!**

**IMPORTANT:** This Librix Performance Management System course provided by the Employee Education System (EES), is the ONLY approved method for non VHA staff to satisfy this mandated training requirement. **NOTE:** This course is required every two years. As long as you have a completion certificate in your records dated within the last 2 years, you're up to date with this mandate.

These instructions are only applicable to users who will be working / studying at Portland VA Medical Center (PVAMC) Oregon and / or associated VHA Community Based Outpatient Clinics (CBOC's) in northern Oregon and southwest Washington who are affiliated with the PVAMC / Vancouver VHA (Veterans Health Administration).

1. **BE SURE TO BE CONNECTED TO A PRINTER** (You will need to print your certificate at the end of the training module)!!!
2. PRINT THIS DOCUMENT! You'll need it!
3. Allow yourself about 60 minutes to complete the course.
4. Go to the following site and log in using directions below. Note the system requirements and help contact info on this page;  
<https://www.ees-learning.net>
5. If you've used this resource before; Login OR use the Forgot Password button. Once logged in go to step 7. Otherwise;
6. Click "First Time User" button and follow steps on web pages using information below;
  - A. What type of user are you? Click VA Other (Contractors, Volunteers, Residents, Interns, etc.)
  - B. Accurately enter your LEGAL First, Middle & Last Names
  - C. Select Your Occupation: E. G. Assoc/Allied Hlth
  - D. Select Your Facility: VHA
  - E. Create your Username: (at least 8 characters).
  - F. Create your Password (at least 8 characters and must contain at least three of the following four types of characters:
    - 1) lower case letters
    - 2) UPPER CASE LETTERS
    - 3) numbers
    - 4) special characters like; ! @ # \$ % ^ &

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7. Find the course using the Available Courses button / link
  - A. Keywords: Prevention
  - B. Modality: Web Based
  - C. Content Area: HR and Staff Development
  - D. Accreditation: All Accreditations
  - E. Topic Area: Sexual Harassment Prevention
  - F. This should find: Prevention of Sexual Harassment
  - G. Click the proper "Sign Me Up" link. It should now appear as "Available" on your courses list.
8. Click the course title link to begin, and Next buttons to view all the slides in all modules. There may be 20 or so slides. At the last slide click Final Exam / Evaluation button / link rather than Next. Take the 15 question quiz. then click the Submit Button / link.
9. Assuming you passed; Click Evaluation - Certificates link near bottom of page. You may be asked to complete the 24 question survey and click Submit.
10. On the next slide click the <link> Employee Education System (EES). this should take you to the certificate.
11. YOU **MUST** PRINT YOUR CERTIFICATE. When done Close the Certificate window, and click EXIT COURSE link. If your "My Courses" area still says in progress, don't worry. As long as you have a watermarked, printed certificate with your name on it, you're done with the course. **IMPORTANT:** KEEP THE CERTIFICATE FOR YOUR RECORDS! **NOTE:** This course is required every two years. As long as you have a completion certificate in your records dated within the last 2 years, you're up to date with this mandate.

As the course disclaimer states: If you have any difficulty printing the certificate, or need additional support; please contact the VA LMS Help Desk at valmshelp@va.gov or Monday through Friday between 8am and 10pm EST at 1(866) 496-0463.